

LAND SURVEYORS SECTION MEETING

MINUTES

The Land Surveyors Section of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on May 6, 2003, at the Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia, with the following members present

Doyle B Allen
John M Elkin, Jr
John R McAden

Staff present for all or part of the meeting were

Karen W O'Neal, Deputy Director of Regulatory Programs
Mark N Courtney, Executive Director
Marian H Brooks, Program Administrator
Trisha L Henshaw, Administrative Assistant

No representative of the Office of the Attorney General was present for the meeting

Mr Allen, Chair, called the meeting to order at 9 00 a m

Call to Order

Mr Elkin moved to approve the agenda as amended Mr McAden seconded the motion which was unanimously approved by members Allen, Elkin, and McAden

Approval of
Agenda

Mr Elkin moved to approve the minutes from the February 11, 2003, Section meeting as written Mr. McAden seconded the motion which was unanimously approved by members Allen, Elkin, and McAden

Approval of Minutes

Donald Little, representative of the Virginia Department of Transportation, spoke to the Board regarding the process of licensing land surveyors within VDOT Pursuant to 54 1-402 1 of the Code of Virginia, employees of VDOT (or any other state agency or political subdivision) who are practicing land surveying must be licensed by June 30, 2010 Mr Little stated that VDOT has identified 58 positions that need to be occupied by licensed land surveyors Of the 58, 10 of these positions are currently occupied by licensed land surveyors Additionally, approximately 20 of the 40-plus individuals that are in positions that will need to be licensed will be at retirement age by 2010 Mr Little discussed the possibility of hiring out-of-state land surveyors, however, there may be a problem in that §

Public Comment
Period

54 1-401 of the Code of Virginia allows professional engineers, architects, and certified landscape architects to practice while their application for licensure is pending, provided certain requirements are met, but not land surveyors Mr Little asked if the Board would consider pursuing legislation to amend that section of the Code to include land surveyors As part of this change, Mr Little suggested that the Board permit the state specific portion of the examination to be administered on-line or as a take home examination in order to expedite a comity application. As the examination is currently offered, someone applying for comity cannot get licensed until after the next administration of the examination, which is only given twice a year

The Section members were provided with information from the Fairfax County Public Schools Office of Adult and Community Education regarding its Land Surveyors Apprenticeship program Previously, the Section members requested that Board staff contact the Fairfax County Public Schools Office of Adult and Community Education to verify that they continue to meet the Board's requirements for approval as an apprenticeship program The documentation provided indicates that the program does include 480 hours of surveying related classroom instruction as required by the Board's regulations After review, the Section members asked staff to correspond with the Apprenticeship Coordinator of this program to determine whether or not there is a work experience element to this program

Review Fairfax
County
Apprenticeship
Program

As part of this discussion, the Section members requested that staff request an update regarding the NSPS/ACSM surveyor apprenticeship program from the program's provider

The Section members reviewed correspondence from the Idaho Board of Professional Engineers and Professional Land Surveyors regarding their opposition to a proposed National Council of Examiners for Engineering and Surveying (NCEES) Bylaw amendment The proposal by NCEES would result in the elimination of the Education Assessment and Qualification Committee as a standing committee of the NCEES The Section members took the information under advisement and no action was taken

Letter from Idaho
Board Regarding
NCEES Bylaw
Amendment

The Section members were provided with the NCEES Zone Update for informational purposes

NCEES Zone Update

The Section members were provided with information regarding candidates for various NCEES offices that will be elected at the NCEES Annual

Candidates for
NCEES Officers

meeting to be held in August in Baltimore, Maryland

The Section members were provided with information from NCEES regarding questionnaires that will be distributed as part of a land surveying Professional Activities and Knowledge Survey (PAKS) The questionnaire asks recipients to rate the importance of statements describing tasks and knowledge required of a newly licensed land surveyor A special NCEES committee will use the survey results to develop new specifications for the content of the Fundamentals and the Principles and Practice of Land Surveying examinations As a member of the PAKS committee, Mr Allen explained the work of the committee and the purpose of the questionnaire

Discussion of PAKS Survey

Mr Allen provided a report from the NCEES Northeast Zone meeting that was held April 4-5 in Orlando, Florida Mr Allen discussed several resolutions that will be considered at the NCEES Annual meeting as well as the Colonial States Boards of Land Surveyor Registration meeting that was held in conjunction with the NCEES Northeast Zone meeting

Report from NCEES Northeast Zone Meeting

The Section members were previously provided with updated review sheets for use in reviewing land surveyor and land surveyor-in-training applications The Section members reviewed the information and made several changes

Discussion of Application Review Issues

The Section members discussed an issue that has arisen regarding applicants who are unable to contact their previous supervisor in order to verify a particular period of experience, or for individuals who have been self-employed for many years For the latter situation, the Section members stated that the applicant would need to submit proof that he has been operating his own firm, or proof that he was performing surveying duties from his supervisor if the applicant was not operating the firm, along with verification of his experience from another licensed land surveyor on the Board's forms with a letter of explanation for the time period in question

The Section meeting recessed for a break from 10 35 a m to 10 43 a m

Break

The Section members resumed their discussion regarding applicants who are unable to contact their previous supervisor, after legitimate attempts, in order to verify a particular period of experience The Section members agreed that applicants in this situation would need to submit verification from someone else within the firm of the employment and/or verify that the person the applicant is identifying as his supervisor was licensed during the time period in question Additionally, the applicant should submit a letter

Discussion of Application Review Issues

of verification and explanation from another land surveyor who has knowledge of his experience during the time period in question. Additionally, Board staff would need to verify that the person listed as the supervisor during the specified time period was licensed during that time period.

At the last Section meeting, the Section members requested that staff compile data regarding disciplinary actions within the last ten years based on the regulants' level of education at the time they were licensed. After reviewing this information and the statistical data regarding the examinations, the Section members agreed to continue studying this issue in the future.

Review Land
Surveyors Disciplinary
Data

The Section meeting recessed for lunch from 12:10 p.m. to 12:34 p.m.

Lunch

The Section members reviewed the draft regulations prepared by the Regulatory Review Committee. After reviewing the draft regulations document in its entirety, Mr. Courtney indicated that at the APELSCIDLA Board meeting scheduled for June 5, 2003, the Board will decide whether or not to begin the regulatory review process.

Review Draft
Regulations Prepared
by Regulatory Review
Committee

Mr. McAden moved to select Mr. Allen to serve as Chair of the Land Surveyors Section for the term beginning July 1, 2003, and ending June 30, 2004. Mr. Elkin seconded the motion which was unanimously approved by members Allen, Elkin, and McAden.

Other Business

Mr. Courtney indicated that there may be a conflict with the meeting date of the next scheduled Land Surveyors Section meeting. The date of the next meeting, August 12, 2003, is a travel day for the NCEES Annual Meeting. After discussion, the Section members agreed by consensus to change their next meeting date to August 6, 2003.

As discussed at the last Section meeting, Mr. Courtney provided the Section members with an amended copy of the "pass letter" that is distributed to applicants who pass the Fundamentals of Land Surveying examination.

Mr. Courtney discussed funding for travel in Fiscal Year 2003/2004. Mr. Courtney stated that at this time travel funding is still limited, however, a member of the Land Surveyors Section, if funding is not available in 2003/2004 fiscal year, may still be able to attend the NCEES Annual Meeting with minimal out-of-pocket expenses if they wish to split the reimbursement from NCEES for one member to attend. Mr. Allen indicated that he would be willing to share the reimbursement and costs.

should a member of the Professional Engineers Section wish to attend.

Mr Courtney stated that in the future all Section meeting minutes will be reviewed and adopted by the Board, as the Sections are essentially a committee of the Board and committee meeting minutes are adopted by the Board

Mr Allen apprised the Section members that Dr Paul Kauffmann is leaving his position as Department Chair for the Department of Engineering Technology at Old Dominion University With the recent departure of Joseph Bettit who oversaw the land surveyor program at Old Dominion University, the Section members expressed concern with the staff shortage at ODU The Section members requested that staff correspond with ODU to invite Dr Kauffmann to attend the next Section meeting to discuss the status of the land surveying and engineering technology programs at ODU

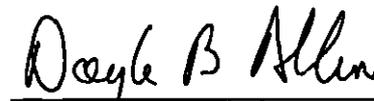
Mr Courtney updated the Section members as to the status of the current issue of the *Dimensions* newsletter

Conflict of Interest forms were completed by all members present

Conflict of Interest
Forms

There being no further business, the meeting was adjourned at 1 22 p m

Adjourn



Doyle B Allen, Chair



Louise Fontaine Ware, Secretary

COPY TESTE

Custodian of Records

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

- 1 Name: Doyle B. Allen
- 2 Title: Member
3. Agency. APELSCIDLA Board
- 4 Transaction Board Meeting on May 6, 2003
5. Nature of Personal Interest Affected by Transaction None
-

6. I declare that:

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction

(b) I am able to participate in this transaction fairly, objectively, and in the public interest

Doyle B. Allen
Signature

5/5/03
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name. John M. Elkin, Jr.
2. Title: Member
3. Agency: APELSCIDLA Board
4. Transaction. Board Meeting on May 6, 2003
5. Nature of Personal Interest Affected by Transaction: _____

_____ *Land Surveying* _____

6. I declare that:

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction

_____ *Land Surveyors* _____

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

John M. Elkin

Signature

5/6/03

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

- 1 Name: John R. McAden
- 2 Title: Member
- 3 Agency: APELSCIDLA Board
4. Transaction: Board Meeting on May 6, 2003
- 5 Nature of Personal Interest Affected by Transaction Surveying
-

6 I declare that

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction

Land Surveyors

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

John R. McAden
Signature

5/6/03
Date